

# IBP PERMIT APPLICATION INFORMATION

- PLEASE FILL OUT APPLICATION COMPLETELY, BEING SURE TO SIGN, DATE & INITIAL WHERE INDICATED.
- RETURN COMPLETED APPLICATION WITH YOUR PAYMENT & VALID COPIES OF ALL REQUIRED DOCUMENTS INDICATED ON INSTRUCTION PAGE
- ONCE YOUR COMPLETED APPLICATION IS RECEIVED, A PERMIT DOCUMENT WILL BE PREPARED, WHICH WILL REQUIRE YOUR SIGNATURE.
- WHEN YOU RETURN THE SIGNED PERMIT DOCUMENT, YOUR APPLICATION PACKAGE WILL BE PROCESSED, REVIEWED AND FORWARDED TO THE SUPERINTENDENT FOR APPROVAL. THAT PROCESS NORMALLY TAKES BETWEEN 3-10 BUSINESS DAYS.
- INSURANCE: PLEASE MAKE SURE YOUR INSURANCE POLICY CONTAINS AN ENDORSEMENT SPECIFICALLY LISTING **U.S. FEDERAL GOVERNMENT as “ADDITIONAL INSURED.”**  
*(Applications received without that endorsement on your insurance policy cannot be processed).*
- EXPIRATION: ALL IBP PERMITS NOW EXPIRE ON DECEMBER 31<sup>ST</sup>, REGARDLESS OF ISSUE DATE, AND ARE VALID FOR A MAXIMUM OF ONE YEAR. *(Example: A renewal IBP issued Jan 2, 2006, expires Dec 31, 2006. Likewise, a renewal IBP issued November 1, 2006 also expires Dec31, 2006. Costs are identical.)*
- PERMIT COSTS
  - \$250.00: Renewals (persons with existing permits which are valid, or have been expired less than 12 months).
  - \$350.00: All new IBP permit applicants